

Name: \_\_\_\_\_ Employee # \_\_\_\_\_

I have reviewed the above charges.  
All charges are for business use only.

\_\_\_\_\_

I have reviewed the above charges. Some charges were for personal use as identified by my initials or as noted, not made by me. A check or money order in the amount of \$\_\_\_\_\_ is attached to the billing and must be forwarded to the Accounting Division reimbursing the County for the personal calls.

\_\_\_\_\_  
USER SIGNATURE

\_\_\_\_\_  
NOTED AND APPROVED  
Supervisor/Administrator Signature

NOTE: Notify Administrative Services immediately if any calls were not made by the user.